



ADMINISTRATIVE SERVICES CREDENTIAL FOR ADMINISTRATORS PREPARED IN CALIFORNIA

California has a two-tier credential structure, a five year preliminary credential is the first credential issued after an individual meets basic credential requirements, a professional clear credential is issued when all credential requirements have been completed.

The Administrative Services Credential authorizes the holder to provide the following services in grades 12 and below, including preschool, and in classes organized primarily for adults:

- Develop, coordinate, and assess instructional programs
- Evaluate certificated and classified personnel
- Provide students' discipline, including but not limited to suspension and expulsion
- Provide certificated and classified employees discipline, including but not limited to suspension, dismissal, and reinstatement
- Supervise certificated and classified personnel
- Manage school site, district, or county level fiscal services
- Recruit, employ, and assign certificated and classified personnel
- Develop, coordinate, and supervise student support services, including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services

An individual **must** hold an Administrative Services Credential to provide the following services in grades preschool, K-12 and adults:

- Evaluate the quality and effectiveness of instructional services at the school site level
- Evaluate of certificated personnel employed at the school site level, with the exception of the site administrator
- Student and employee discipline services of certificated personnel at the school site level

Requirements for the Preliminary Credential

Applicants must satisfy **all** the following requirements:

1. Possess **one** of the following:
 - a. a valid California teaching credential requiring a baccalaureate degree and a program of professional preparation, including student teaching
 - b. a valid California Designated Subjects Teaching Credential provided the applicant also possesses a baccalaureate degree
 - c. a valid California services credential in Pupil Personnel Services, Health Services, Library Media Teacher Services, or Clinical or Rehabilitative Services requiring a baccalaureate degree and a program of professional preparation, including field practice or the equivalent
2. Complete **one** of the following:
 - a. a program of specialized and professional preparation in administrative services approved by the Commission and obtain the recommendation of a California college or university with a Commission-accredited program
 - b. a one-year administrative services internship consisting of supervised in-service training taken through a California college or university with an approved internship program and obtain the recommendation of a California college or university with a Commission-accredited program
 - c. achieve a passing score of 173 on the School Leaders Licensure Assessment (SLLA) examination administered by Educational Testing Service (ETS). (For more information about test content and test dates, please see the ETS web site at www.ets.org/sls/slsaboutslla.html.) Individuals who pass the SLLA may apply directly to the Commission for the credential. Please include an original score report showing passage of the examination.

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3. Pass the California Basic Educational Skills Test (CBEST) (For more information, contact the CBEST Program, National Evaluation Systems, Inc., P.O. Box 340880, Sacramento, CA. 94834-0880, 916-928-4001, or <www.cbest.nesinc.com>.)
4. Complete a minimum of three years of successful, full-time experience in public schools or private schools of equivalent status (This experience may be teaching, pupil personnel work, librarianship, health services, or clinical or rehabilitative services. "Full-time service" means service for at least a minimum day for three-fourths of the total days in the school year. Substitute or part-time service does not apply.)
5. Verify employment in an administrative position on form CL-777 (An individual who has completed requirements 1–4 above but does not have an offer of employment in an administrative position may apply for a Certificate of Eligibility, which verifies completion of all requirements for the preliminary credential and authorizes the holder to seek employment as an administrator.)

Term

The preliminary credential is valid five years from the date of issuance. However, the Administrative Services Credential is limited by the expiration date of the prerequisite credential. It will expire with and may be renewed with the prerequisite credential during the preliminary period. By the end of the five-year preliminary period, the holder must meet the requirements for the professional clear credential.

Requirements for the Professional Clear Credential

Applicants must satisfy **all** of the following requirements:

1. Possess a valid preliminary Administrative Services Credential
2. Verify a minimum of two years of successful experience in a full-time administrative position in a public school or private school of equivalent status, while holding the Preliminary Administrative Services Credential
3. Complete **one** of the following:
 - a. obtain the recommendation of a California college or university with an approved program verifying completion of an individualized program of advanced preparation designed in cooperation with your employer and the college or university
 - b. complete a State Board of Education-approved AB 75 Principal Training Program. Verification of program completion must be submitted with the individual's direct application to the Commission. (Information on the Principal Training Program, including approved programs and providers, may be accessed through the California Department of Education's web site at <www.cde.ca.gov/pd/prin/index.html>.)
 - c. meet Mastery of Fieldwork Performance Standards through a Commission-accredited program. Colleges and universities with accredited programs leading to a Professional Clear Administrative Services Credential may offer a streamlined assessment option to candidates to allow candidates to forego the course work component of the program and allow them to demonstrate their knowledge, skills and abilities through the assessment component of the program. The assessment must result in formal recommendation for the credential and the application for the credential based on this evaluation must be submitted by the college or university that conducted the evaluation.

Reference: Title 5, California Code of Regulations 80054

Appeal for Extension of Current Preliminary Administrative Services Credentials

Administrators who hold a Preliminary Administrative Services Credential and need additional time to complete one of the new options may request a one-year extension to provide sufficient time to participate in the options outlined above. Once other professional level options are implemented, the Commission will grant an extension of up to two years to allow the credential holder time to complete one of the programs. To apply for the extension the administrator must submit a credential application form (41-4), marked as an appeal, and submit a fee of \$55.

The AB 75 Principal Training Program is a two-year program. Administrators who are currently participating in the AB 75 Principal Training Program and need additional time may request a two-year extension to their Administrative Services Credential. The Commission will need a letter from the district stating that the credential holder is participating in the AB 75 program. The credential holder must then submit this letter, credential application form (41-4), marked as an appeal, and a fee of \$55.

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California Colleges and Universities with Commission-Accredited Programs for the Preliminary and Professional Clear Administrative Services Credentials

Preliminary Programs

California State University System

CPSU, San Luis Obispo
CSPU, Pomona
CSU, Bakersfield
CSU, Chico
CSU, Dominguez Hills
CSU, Fresno
CSU, Fullerton
CSU, Hayward
CSU, Long Beach
CSU, Los Angeles
CSU, Northridge
CSU, Sacramento
CSU, San Bernardino
CSU, San Marcos
CSU, Stanislaus
Humboldt State University
San Diego State University
San Francisco State University
San Jose State University
Sonoma State University

University of California System

UC Berkeley
UC Irvine
UC Los Angeles
UC Riverside
UC Santa Barbara

Private Colleges/Universities

Alliant International University
Azusa Pacific University
California Baptist University
California Lutheran University
Chapman University
Concordia University
Fresno Pacific University
La Sierra University
Loyola Marymount University
Mills College
Mount Saint Mary's College
National University
Notre Dame de Namur University
Pepperdine University
Point Loma Nazarene University
Saint Mary's College
Santa Clara University
Simpson College
Stanford University
University of LaVerne
University of Redlands
University of San Diego
University of San Francisco
University of the Pacific
Whittier College

Professional Clear Programs

California State University System

CPSU, San Luis Obispo
CSPU, Pomona
CSU, Bakersfield
CSU, Chico
CSU, Dominguez Hills
CSU, Fresno
CSU, Fullerton
CSU, Hayward
CSU, Long Beach
CSU, Los Angeles
CSU, Northridge
CSU, Sacramento
CSU, San Bernardino
CSU, San Marcos
CSU, Stanislaus
Humboldt State University
San Diego State University
San Francisco State University
San Jose State University
Sonoma State University

University of California System

UC Irvine
UC Los Angeles
UC Riverside
UC Santa Barbara

Private Colleges/Universities

Alliant International University
Azusa Pacific University
California Lutheran University
Chapman University
Claremont University
Concordia University
Fresno Pacific University
La Sierra University
Loyola Marymount University
Mills College
National University
Pepperdine University
Point Loma Nazarene University
Saint Mary's College
Santa Clara University
Simpson College
University of LaVerne
University of Redlands
University of San Francisco
University of Southern California
University of the Pacific
Whittier College